

TAB 6

Town of Lake Park Town Commission
Agenda Request Form

Meeting Date: 9/17/03

Agenda Item No. 9

- ☐ PUBLIC HEARING
☐ Ordinance on Second Reading
☐ Public Hearing

- ☐ RESOLUTION
☒ DISCUSSION

☐ ORDINANCE ON FIRST READING

☐ BID/RFP AWARD

☐ GENERAL APPROVAL OF ITEM

☐ CONSENT AGENDA

☐ Other:

SUBJECT: Memorandum Regarding the Town Grant Making Policy

RECOMMENDED MOTION/ACTION: To authorize the preparation of a Resolution for setting forth a Town Grant Making Policy

Approved by Town Manager

[Signature]

Date: 9/5/03

Originating Department: Administration	Costs: \$ Funding Source: Acct. #	
Department Review: <input checked="" type="checkbox"/> City Attorney <u>2983</u> <input type="checkbox"/> Community Affairs <input type="checkbox"/> Community Development	<input type="checkbox"/> Finance <input type="checkbox"/> Fire Department <input type="checkbox"/> Library <input type="checkbox"/> PBSO	<input type="checkbox"/> Personnel <input type="checkbox"/> Public Works <input type="checkbox"/> Town Clerk <input type="checkbox"/> Town Manager
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	Finance Director Approval: 	Attachments: Memorandum Dated August 20, 2003

Summary Explanation/Background:

The purpose of this memorandum is to suggest a process for the development of a Town grant making policy to help enable outside groups to better understand the Town's grant making criteria, and to foster accountability and responsible grant practices.

MEMO

To: Mayor and Town Commissioners
Via: J. Douglas Drymon, Town Manager
From: Bambi McKibbin-Turner
Subject: Town Grant Making Policy
Date: August 20, 2003

7-9-03

From time to time, the Town of Lake Park has been approached by outside groups who have requested assistance in the form of grants of money or in-kind services. Currently, no policy exists for handling such requests. This memo contains a process which would establish a grant making policy for use in the event the Commission budgets funds for assistance.

Budget Considerations:

The first step is determining whether the Town has set aside money in its budget to support a grant making program and either identify or establish the appropriate cost center. Currently, the only Town-administered grant program is the Community Improvement Beautification ("CIB") Program¹, which consists of two components:

1. The Façade Improvement Grant Program (the commercial component), which provides grants on a first-come, first-served basis to owners of business property located in the Park Avenue Downtown District or the Community Redevelopment Area for façade improvement elements such as signage, canopies, painting, landscaping and lighting; and
2. The residential component, which provides grants based upon evidence of financial hardship to assist owners of residential homes in correcting Code violations.

Funding for the CIB Program is derived from 20 percent of monies collected by the Town in code compliance fines and to date, there is a total of \$16,076.96 remaining in this program.

¹ Year One of the CIB program was authorized by the Town by Resolution 17, 1998, a copy of which is attached. Staff research revealed no other authorizing legislation adopted by the Town with regard to this program.

Once it has been determined that the Town budget can support a grant program, the total availability of funding and the amount per grant award can be established. This will also enable the Commission to determine how often during the fiscal year grants can be awarded and when solicitations for applications will be published. For example, such funding cycles could be timed to occur in January or February of each year which would precede the annual Palm Beach County Development Regions Grant funding cycle. Funding from the Town could be used as part of the applicant matching requirement for this county program.

Grant Making Philosophy:

Once it has been determined that funding exists in the budget to support a grant program, the next step would be to ascertain what areas of interest will be funded. Some questions to be asked as part of this process are as follows:

- what must an organization's purpose or mission consist of in order to be eligible for Town funding;
- what activities within that mission will be eligible for Town funding (such as capital improvements, program services, special projects, etc.);
- will such funding be available on a reimbursement basis; and
- what will be the geographic focus of the grant program.

Grants will not be made to fund political causes or candidates, or religious organizations or causes. Unsolicited applications or proposals will not be accepted or considered.

Geographic Focus:

As part of its overall grant making policy, the Town should limit eligibility to for profit and non-profit organizations which are geographically based and located in the Town of Lake Park.

Applicant Eligibility:

The grant program could consist of two components – one for for-profit organizations (i.e., businesses), and one for nonprofit organizations. Eligible applicants could be limited to organizations which have been duly organized pursuant to the laws of the State of Florida (thereby making individuals ineligible to apply). Recommended requirements in the case nonprofit organizations are that such applicants must have been determined to be tax exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code and must be registered as a charitable organization with the Florida Department of Agriculture and Consumer Services.

Application Documentation:

Among the items of documentation which will be required at the time of submittal of an application are the following:

For all organizations –

- A copy of current official Certificate of Status from the Florida Department of State (which corporations, for example, can request each year at the time that they file their annual Uniform Business Reports with the Florida Department of State)
- A copy of **current** Certificate of Status of Fictitious Name Registration from the Florida Department of State
- A copy of applicant's current financial statements (prepared within 90 days of submittal of this application)
- A copy of current Palm Beach County Occupational License
- A copy of current Town of Lake Park Occupational License

For nonprofit organizations, in addition to the above documentation –

- A copy of the applicant's history, adopted mission statement and goals
- A complete copy of the applicant's Internal Revenue Service 501(c)(3) tax exempt certification letter
- A copy of the applicant's registration with the Florida Department of Agriculture and Consumer Services
- A listing of members of the applicants governing board (e.g., Board of Directors) and their professional affiliations

Rationale:

The existence of a written grant making policy accomplishes two objectives. First, it puts prospective applicants on notice of the Town's criteria for awarding grants, and therefore makes grant making more objective based upon the merits and responsiveness of each application. Secondly, it encourages more responsible grant practices and provides accountability on the part of organizations seeking and receiving such grants.

In economic terms, this policy will allow the Town to more effectively allocate and account for use of its limited resources (i.e., monetary support, staff time as part of an in-kind contribution, etc.) in assisting outside groups and their program activities.

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If the above process is acceptable to the Commission, it is recommended that an appropriate resolution setting forth the process be adopted by the Commission. Thereafter, all relevant application forms and instructions can be prepared and made available in accordance with this resolution.